



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

IMEU-HAN-ZB

25 April 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standardization of Official Garrison Internet Web Pages in the U.S. Army Garrison Hessen

1. References:

- a. AR 360-1, The Public Affairs Program, 15 Sep 2000
- b. AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005
- c. AE 25-71, Web Site Administration, 13 January 2006
- d. 104th ASG IM Policy Number: E-WEB 001 (Web Policy), 5 Aug 05
- e. IMA Memorandum, IMA Web Standardization Template, 29 Oct 2004

2. Purpose: The purpose of this SOP is to provide information, direction and establish a policy for the implementation of the IMA Web Standardization Template within the U.S. Garrison Hessen (USAG Hessen) and the provision of meaningful information in all specific areas of the web pages.

3. Mission: The USAG Hessen develops and maintains standardized garrison websites in accordance with the IMA template at the U.S. Army Garrison Hessen, the U.S. Army Garrison Hessen (Hanau Community) and all indirect reporting garrisons in Giessen, Wiesbaden and Baumholder and streamlines the contents of these web pages standardizing location and appearance of the information so that customers can find the same information in the same place. The IMA template is attached as enclosure #1.

4. Execution:

a. Design and structure. The USAG Hessen Webmaster, the USAG Hessen (Hanau Community) subordinate web developers and subordinate web developers of the indirect reporting garrisons in Wiesbaden, Giessen and Baumholder design their official web pages in accordance with the IMA-EURO template provided at enclosure# 1 to this memorandum. Links from level to level must be identical with the prescribed path in the template to ensure that the same information can be found in the same place at every web site.

- (1) Masthead Area. Ensure the masthead area is in compliance with the IMA template.

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(2) Top Menu Bar. The following menu items are installed in the top menu bar in the same following order: Home, phone book, news, site map, organization chart, feedback.

(3) Left Margin Menu Bar. The left margin menu bar is established without a colored background following the IMA template's menu items at all levels at a minimum, adding a recreation item on level 1 and allowing individualized items at levels 2 – 3 in accordance with the following table:

Level 1	10 + 1 items
Level 2	64 items +
Level 3	52 items +

(4) Footer Area. The following links have to be established: Help, Privacy and Security, Disclaimer, Links, Contact Us, Section 508.

(5) Garrison Control Area. The displays/items in this area are at the discretion of the garrison. This includes banners, latest news, buttons etc. The IMA template and menu items must remain visible.

b. Content Input and Management. Normally, USAG Hessen Webmasters provide/enter/update/remove contents of the USAG Hessen web sites. They are coordinating with PAO to ensure contents control. PAO personnel needs to have access to and rights to change web pages to ensure contents accuracy and correctness. Input to the web page can be submitted by IMO, Knowledge Management staff, webmasters and PAO Personnel.

(1) The USAG Hessen Directors and Special Staff, the USAG Hessen Hanau Community and the indirect reporting garrisons in Wiesbaden, Giessen and Baumholder will provide to their respective webmaster or subordinate web developers pertinent and updated information on their directorates/fields for their respective web page area. At a minimum and as a beginning, this information will include office hours, telephone numbers and other point of contacts. Webmasters will share this information with their responsible PAOs to ensure content adequacy and correctness.

(2) The PAOs of USAG Hessen, the USAG Hessen (Hanau Community) and the indirect reporting garrisons in Wiesbaden, Giessen and Baumholder will provide to their respective webmaster or subordinate web developers pertinent information on all other organizations and units in their area.

(3) The USAG Hessen Directors and Special Staff the USAG Hessen (Hanau Community) and the indirect reporting garrisons in Wiesbaden, Giessen and Baumholder will ensure that their information on the web sites remains current and updated through their

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respective webmaster or subordinate web developers. PAOs will routinely review the web pages for all other organizations and units.

(4) Webmasters, developers and PAOs can receive information requests to be placed on the web sites from all directors, organizations and units beyond and in addition to these time frames. Contents received by web personnel must be reviewed by PAO.

(5) No content pages. The description "This content page is under development/construction" is not valid IAW regulations, pages for which contents are not available yet will receive the following temporary entry: "The information will be made available soon. For more information use the feedback button".

5. Points of contact.

Mr. Raino Scharck, USAG Hessen Garrison PAO
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DSN : 323-2792

Mr. David Eyerly, USAG Hessen Garrison IMO
Email: David.Eyerly@us.army.mil
DSN : 323-3484

Mr. Mark Jones, USAG Hessen Garrison Webmaster (IMO)
Email: Mark.Jones12@us.army.mil
DSN : 323-2116

Mr. Karl Weisel, USAG Hessen Garrison Webmaster (PAO)
Email: WeiselK@us.army.mil

Mr. Kevin Hoy, USAG Hessen Garrison Knowledge Management
Email: Kevin.Hoy@us.army.mil
DSN: 323-2801

Encl


ROBERT KANDLER
Deputy to the Commander

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DISTRIBUTION:

USAG HESSEN PAO, (IMEU-HAN-PA)

USAG HESSEN (HANAU COMMUNITY) PAO, (IMEU-HAS-PA)

USAG GIESSEN PAO, (IMEU-GSS-PA)

USAG BAUMHOLDER PAO, (IMEU-BMH-PA)

USAG WIESBADEN PAO, (IMEU-WSB-PA)

USAG HESSEN PAIO, (IMEU-HAN-PAI)

USAG HESSEN IMO, (IMEU-HAN-IM)

USAG HESSEN (HANAU COMMUNITY) IMO, (IMEU-HAS-IM)

USAG GIESSEN IMO, (IMEU-GSS-IM)

USAG BAUMHOLDER IMO, (IMEU-BMH-IM)

USAG WIESBADEN IMO, (IMEU-WSB-IM)

USAG HESSEN DPTMS, (IMEU-HAN-PL)

USAG HESSEN (HANAU COMMUNITY) DPTMS, (IMEU-HAS-PL)

USAG GIESSEN DPTMS, (IMEU-GSS-PL)

USAG BAUMHOLDER DPTMS, (IMEU-BMH-PL)

USAG WIESBADEN DPTMS, (IMEU-WSB-PL)

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The following slides offer destination options for the left side, second level navigation menu items (green pop-ups). Most second level items are self explanatory. All of the menu items should navigate to information currently posted on the Installation web site, Tennant web sites' or a template/branded page for "Under Development" items.

Garrison Content Control Area



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IMA

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Sample under development page.

EXTENDED
This content page is under
development



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Directorates	Community
Installation Supp	History
Garrison Manage	Facts & Figures
Services	Driving Directions
Units/Tenants	Lodging Information
MWR	Weather
Newcomers	Phonebook
Regions	Security Information
	Employment Opportunities

Self explanatory or destination is under development.

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Self explanatory or destination is under development.

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MWR

Plans, TNG, MOB, SEC

Public Safety

Logistics

Public Works

Information Management

Self explanatory or destination is under development. The menu follows the Standard Garrison Organization template.

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Religious Support
Inspector General
Equal Employment Opportunity
Safety
Internal Review
Contracting

Self explanatory or destination is under development. The menu follows the Standard Garrison Organization template.

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Self explanatory or destination is under development. The menu follows the Standard Garrison Organization template.

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 BOSS
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 Equal Opportunity
 Finance and Official Travel
 In-Processing
 Military Personnel Services
 Official Photos
 Out-Processing
 Reserve Component Retention Office
 Training and Mobilization

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 Family Services
 Education & Training Services
 Fort Lewis Services
 Medical Services
 Community Services
 Support the Soldier
 Retiree Services

Army Community Service
 Child and Youth Services
 Family Advocacy Program
 Women, Infant and Children Program

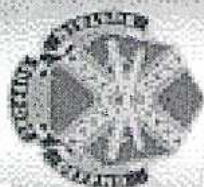
College Programs
 Counseling and Testing
 Leadership Skills Enhancement
 Skill Building Programs
 Student Services

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 Dental
 Hospitals
 Clinics

Automotive
 Barber Shop/Beauty Salon
 Chapel
 Community Center
 Legal Services
 Library
 Post Office
 Public Works

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 Army Lodging
 Contracting
 Employment Opportunities
 Environment
 Fire Department
 Housing
 Legal Services
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[Link to Installation MWR site/page.](#)



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Assignment Opportunities
Household Goods
Army Lodging
Schools
Community Services
Employment Opportunities
Better Opportunities for Single Soldiers

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All items should link to appropriate Installation information.

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Northwest Region
Southeast Region
Southwest Region
Europe Region
Pacific Region
Korea Region

Garrison Content Control Area

Link to IMA Regional Home Page